



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING AGENCY
5109 LEESBURG PIKE SUITE 302
FALLS CHURCH VA 22041-3201

JUL 19 2006

SFCA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Contracting Agency (ACA) Policy Memorandum P0014:
Implementation Guidance on Contracts for Service Personnel
Requirements

Reference memorandums SAAL-PP, June 6, 2006, Implementation of Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel, SFCA, March 6, 2006, Army Contracting Agency (ACA) Policy Memorandum P0013. Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel and Secretary of the Army, February 23, 2006, Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel.

The purpose of this memorandum is to 1) rescind ACA Policy Memorandum P0013, Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel, and 2) reissue guidance on contracts for services under separate coverage. The Resource Management Directorate (SFCA-RM) issued updated guidance on civilian hiring via e-mail in June 2006.

Although the procedures for requesting initiation or continuation of service contracts have not changed, there are changes to the approval levels. The current guidance updating and readdressing regional staff responsibilities, documentation requirements and procedures for ACA contracts and services are:

a. Submit requests for ACA service contracts and option exercises on existing contracts including a justification and approval by the appropriate official in advance, in writing prior to execution of any service procurement using the revised Request for Services Contract Approval form (June 2006). Solicitations released prior to February 24, 2006, are exempt from the approval requirement.) Service contract approval is not applicable to requirements received from outside the U.S. Army.

b. Obtain approval for ACA actions as indicated based on dollar value:

<u>Approving Official</u>	<u>Dollar Threshold</u>
ACA Director	Equal to or less than \$50 million (delegated to GO or SES)
Military Deputy	\$50 million to \$1 billion
ASA(ALT)	Greater than \$1 billion

c. Submit the Request for Services Contract Approval form to SFCA-CO via e-mail to C. J. Jamison (cheryl.jamison@hqda.army.mil) and Jeannette Lau (jeannette.lau@hqda.army.mil), and courtesy copy to Jan Shadowens (jan.shadowens@hqda.army.mil), for review and staffing to the ACA Director or ASA(ALT) for approval/disapproval.

d. Allow a minimum of four weeks for processing and staffing requests. The review time includes assignment of the request to a HQ ACA Action Officer to review to insure that the proposed contracts for services are based on a sound business decision and to allow for staffing.

e. Submit a consolidated monthly report of the number of requirements, contract manpower equivalents, and estimated net cost of requirements disapproved at the regional level. The report is due no later than two working days prior to the end of the month to the point of contact and a copy to Ms. Lau. This information will be added to HQ ACA's Contract Services Approval monthly report to ASA(ALT).

f. Inform Directorates of Contracting and customers that any requirement for contracts to acquire services or exercise of option to an existing contract shall not be accepted without the appropriate approval document. Unless guidance is provided by HQ ACA to meet specific situations or events, the customer shall provide the required documentation.

The Assistant Secretary of the Army, Financial Management and Comptroller in coordination with ASA(ALT) and the Assistant Secretary of the Army, Manpower and Resource Affairs will develop and implement a management control for accountability on Government Purchase Card (GPC) transactions of \$2,500 or less. The release date is unknown. However, the Secretary of the Army policy approval process is required for all GPC purchases, which involve services, regardless of cost.

Please note that future updates to the Secretary of the Army guidance will be disseminated via e-mail amendments.

The point of contact for this action is Ms. C. J. Jamison, (703) 681-1047 or
e-mail: cheryl.jamison@us.army.mil.


Bryon J. Young
Acting Director
Army Contracting Agency

Enclosure

DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING:

U.S. ARMY CONTRACTING AGENCY, SOUTHERN REGION, ATTN: SFCA-SR,
1301 ANDERSON WAY, S.W., MCPHERSON, GA 30330-1096

U.S. ARMY CONTRACTING AGENCY, NORTHERN REGION, ATTN: SFCA-NR,
11 BERNARD ROAD, FORT MONROE, VA 23651-1001

U.S. ARMY CONTRACTING AGENCY, INFORMATION TECHNOLOGY
E-COMMERCE AND COMMERCIAL CONTRACTING CENTER (ITEC4),
ATTN: SFCA-IT, 2461 EISENHOWER AVENUE, HOFFMAN BUILDING 1,
ALEXANDRIA, VA 22331-1700

U.S. ARMY CONTRACTING COMMAND, KOREA, ATTN: SKCA-KC, UNIT 29331,
APO AE 09266

U.S. ARMY CONTRACTING ELEMENT, PACIFIC, ATTN: SFCA-PR,
140 DOLEMAN STREET, BUILDING T115, FORT SHAFTER, HI 96858-5430

U.S. ARMY CONTRACTING AGENCY, THE AMERICAS, ATTN: SFCA-SH,
2450 STANLEY ROAD, SUITE 320, FORT SAM HOUSTON, TX 78234-7515

U.S. ARMY CONTRACTING COMMAND/PARC, SOUTHWEST ASIA, ATTN:
SFCA-SA, 1881 HARDEE AVENUE, S.W., FORT MCPHERSON, GA
30330-1064

CONTRACTING CENTER OF EXCELLENCE, 5200 ARMY PENTAGON,
WASHINGTON, D.C. 20310-5200

KE6-1241

REQUEST FOR SERVICES CONTRACT APPROVAL FORM

A. U.S. Army Contracting Agency, Region: _____

Sub-Organization (e.g., DOC/Center/Headquarters): _____

B. Unit Identification Code: _____

C. Project Name for Contract: _____

D. Solicitation Number/Contract Number/Task Order/Delivery Order Number: (if applicable)

E. Contract Manpower Equivalents, Cost, and Source of Information:

F. Description of Requirement:

G. Justification for contract (Include why work cannot be accomplished in-house and impact of disapproval):

H. ACA Director Decision: _____ Approve _____ Disapprove

_____ Concur _____ Nonconcur (annotate if ACA Director is not the approving official)

I. Assistant Secretary of Army for Acquisition, Logistics, and Technology (ASA (ALT)) Decision:

_____ Approve

_____ Disapprove

Claude M. Bolton, Jr., ASA (ALT)
HQDA Principal

Date

REMARKS:

June 2006